

B2 - Expenditure Adjustment Instructions

To Begin the process of making an adjustment, you must create a B2 document. Below is an example of the B2 document Header screen.

B2 Document Header Screen

COMMND:	DOCID: 1	01/03/03 14:03:05
STATUS:	BATID:	SEC2:
H-		
STANDARD VOUCHER DOCUMENT		
SV DATE:	ACCOUNTING PERIOD: 2	
ACTION: 3	EXPENSE (E), REVENUE (R), GL (G), BUDGET (B): 4	
BUDGET FYS:	FUND:	
REVERSAL PERIOD:		
COMMENT:	BUDGET OVERRIDE IND:	
REF TRANS ID:		
DOCUMENT TOTAL: 5		
DESCRIPTION: 6		
A--*HD37-TYPE BATID/DOCID & PRESS ENTER		

The table below shows required fields for the B2 document header screen. The fields are numbered in the example screen.

B2 Document Header Screen Required Fields	#	Field	Data	
	1	DOCID	Trans Code	B2 (Type of Document)
			Sec 1 Code	Enter the appropriate Sec 1 Code
				YYADJ# where: YY = Last 2 digits of the fiscal year ADJ represents an adjustment # = 6-digit number generated by FFIS
	2	ACCOUNTING PERIOD	Enter the accounting period in MMY format.	
	3	ACTION	E (Enter new document)	
	3	EXPENSE(E), REVENUE (R), GL (G), BUDGET (B)	E (Expense)	
	4	DOCUMENT TOTAL	0.00 (Document Total)	
	5	DESCRIPTION	Provide a meaningful description which will take you back to the source documents.	



The document total in the B2 Header screen will always be zero dollars for an adjustment because it is the sum of the line amounts in the Line Screens, which should have equal and offsetting amounts.

**B2
Document
Header
Screen
Instructions**

To enter a B2 document Header screen for adjustments, follow the steps outlined in the table below.

Step	Action
1	Type L in ACTION (of any FFIS table screen)
2	In the TABLEID field, type B2
3	Press the spacebar twice to clear possible remaining data
4	Press Enter, and the B2 header Screen appears
5	Tab to the DOCID field. The transaction code B2 should be displayed.
6	Tab to the next field, and type in the appropriate Sec 1 Code.
7	In the next field type in YYADJ# (YY = last 2 digits of the fiscal year).
8	Press Enter.
9	Tab to ACCOUNTING PERIOD and type in the accounting period in MMY format.
10	Tab to ACTION and type E.
11	In the EXPENSE (E), REVENUE (R), GL (G), BUDGET (B) field, type E.
12	Tab to DOCUMENT TOTAL and type 0.00.
13	Tab to DESCRIPTION and type a meaningful description which will take you back to the source documents.
14	Press Enter and the B2 Line screen appears.
15	Fill in the line screen fields. (Steps are detailed in the next segment of this section.



The system will automatically assign a sequential document number as the DOCID when the user types in “YYADJ#” (YY = the last 2 digits of the fiscal year, ADJ = Adjustment, and # = a 6 digit number generated by FFIS).

**B2
Document
Line
Screen**

Below is an example of a B2 document Line Screen. Information for these screens should be for incorrect and correct program codes. The fields are numbered on the example screen.

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COMMND:          DOCID:          01/06/03 08:43:01
STATUS:          BATID:          SEC2:          000-000 OF 000
01-
      LINE NUMBER: 1          TRANS TYPE: 2          EXP/REV/GL/BUD:
      BUDGET FYS: 3          FUND:          DIVISION:
      BUDGET ORG/SUB:          COST ORG/SUB:          PGM: 4
      BOC/REV SOURCE: 5  SUB BOC/SUB SRCE:          JOB:          RPTG:
      CLOSED BFYS:          CLOSED FUND:
      VENDOR: 6          NAME:          QUANT:
      SCHD FISC YR:          SCHD CAT:  SCHD TYP:  SCHD NO:
      D.O.:          GUEST SYMBOL:
      REF TRAN ID: 7          DOC TYP:  AGREE #:          ADV:
      INVOICE NO:          INVOICE DATE:          INVOICE LINE:
      AMOUNT: 8          INC/DEC IND: 9          ACC DATE:          OBL FY:
      DESCRIPTION: 10          TREAS NO:
  
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#	Field	Data
1	LINE NUMBER	Line number from 001 to 999 (start with Line 001)
2	TRANS TYPE	TO
3	BUDGET FYS	Budget fiscal year
4	PGM	Incorrect program code (accounting code) from the Payment Voucher being referenced, or correct program code (accounting code)
5	BOC/REV SOURCE	Appropriate budget object code from the Payment Voucher being referenced
6	VENDOR	Vendor code from the Payment Voucher being referenced
7	REF TRANS ID	The transaction code and document number of the Payment Voucher being referenced
8	AMOUNT	Line amount from the Payment Voucher being referenced
9	INC/DEC IND	I or D (Increase/Decrease Indicator)
10	DESCRIPTION	An appropriate description that will help identify the adjustment line in future periods

The first line screen entered will decrease the dollar amount processed against the incorrect program code (accounting code). The second line screen entered will increase the amount to the correct program code (accounting code). To enter the B2 document Line Screen to correct a posting(s) to an incorrect program code, follow the steps outlined below:

**Enter B2
Document
Line
Screen
Instructions**

Step	Action
1	In the LINE NUMBER field type in a 3-digit number for each line from 001 to 999.
2	In the TRANS TYPE field type TO.
3	Tab to BUDGET FYS and type in the 2-digit budget fiscal year.
4	Tab to PGM and type in the incorrect program code from the Payment Voucher being referenced.
5	In the BOC/REV SOURCE field type in the budget object code from the Payment Voucher being referenced.
6	Tab to VENDOR and type the vendor code from the PV being referenced.
7	Tab to REF TRANS ID and type in the transaction code and document number of the Payment Voucher being referenced.
8	Tab to AMOUNT and type in the total amount of the line in the Payment Voucher being referenced.
9	Tab to INC/DEC IND and type D to indicate a decrease in the line amount.
10	Tab to DESCRIPTION and type an appropriate description that will help identify the adjustment line in future periods.
11	Press Enter. A new B2 Line Screen appears.
12	In the LINE NUMBER field type in a 3-digit number for each line from 001 to 999.
13	In the TRANS TYPE field type TO.
14	Tab to BUDGET FYS and type in the 2-digit budget fiscal year.
15	Tab to PGM and type in the incorrect program code from the Payment Voucher being referenced.
16	In the BOC/REV SOURCE field type in the budget object code from the Payment Voucher being referenced.
17	Tab to VENDOR and type the vendor code from the PV being referenced.
18	Tab to REF TRANS ID and type in the transaction code and document number of the Payment Voucher being referenced.
19	Tab to AMOUNT and type in the total amount of the line in the Payment Voucher being referenced.
20	Tab to INC/DEC IND and type D to indicate a decrease in the line amount.
21	Tab to DESCRIPTION and type an appropriate description that will help identify the adjustment line in future periods.

22	Press Enter. Repeat Steps 1 through 20 for each incorrect program code, as necessary.
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